



# Wisconsin Elections Commission

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**DATE:** May 12, 2023

**TO:** Wisconsin Municipal Clerks  
City of Milwaukee Elections Commission  
Wisconsin County Clerks  
Milwaukee County Election Commission

**FROM:** Aaron Knautz  
Elections Specialist

**SUBJECT:** 2023 Four Year Maintenance in WisVote, WisVote webinar series

## Four Year Maintenance in WisVote, WisVote Webinar Series

Tuesday, May 16, 2023: 10:00 a.m. – 11:00 a.m.

Registration link: [https://us06web.zoom.us/webinar/register/WN\\_2f7Y-6CTTxm6Ck2xCfk10Q#/registration](https://us06web.zoom.us/webinar/register/WN_2f7Y-6CTTxm6Ck2xCfk10Q#/registration)

Every two years we are required to facilitate 4-year maintenance. This is the statutory voter list maintenance process where electors who have not voted in the previous four years are contacted and may be deactivated. This webinar will cover how to handle 4-year maintenance cards, the statutory timelines involved, and the importance of recording postcards accurately in WisVote.

Webinar materials will be posted prior to the webinar Tuesday morning. The webcast will be posted by the Thursday following the session on TLC (The Learning Center) for clerks to review at their convenience and will include indexing by-topic: <http://elections.wi.gov/clerks/education-training/webinars>. The training counts toward training hours whether you participate in the live webinar or review the recording at a later date.

### Live Webinar Requirements

You must be able to view videos on your computer, using a media application such as Windows Media Player. You will be connected to audio using your computer's speakers. If you are unable to access the audio over your computer speakers, you may select "Use Telephone" after joining the webinar. Using the telephone for audio is a **toll charge**. If you have questions about the technical aspects of the webinar, please contact the Elections Help Desk at [elections@wi.gov](mailto:elections@wi.gov) or (608) 261-2028.

The webinar has a maximum of 500 participants. In response to input from clerks, phones will be muted to reduce ambient noise. Questions may be typed in and will be answered by WEC staff for the benefit of the participants as time allows. A list of Frequently Asked Questions (FAQs) generated from the webinar will be posted after the webcast.

We look forward to you joining us for the webinar on Tuesday. If you have any questions, please contact [Aaronk.knautz@wi.gov](mailto:Aaronk.knautz@wi.gov) or (608) 267-7804. Thank you.

*Wisconsin Elections Commissioners*

Don M. Millis, chair | Marge Bostelmann | Joseph Czarnecki | Ann S. Jacobs | Robert Spindell | Mark L. Thomsen

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Administrator  
Meagan Wolfe